

Durham County Human Resources Department

Applicant Instructions

Welcome to Durham County's new and improved Online Job Application website. **Effective October 15, 2012, Durham County upgraded its online recruitment system.** This new functionality has been designed to improve performance and is more user friendly. As a result of this implementation, all applicants will be required to register and create a Candidate Profile before applying for current open positions. If you used the online recruitment system before the above mentioned date, your Applicant ID and password are no longer valid.

Durham County employs over 1900 individuals engaged in various exciting professional, managerial, administrative, public, safety, technical, clerical, skilled trades and general labor work.

The majority of job openings will require you to complete the online application for submission. If you need assistance with completing your online application, you are welcome to visit the Durham County Human Resources Department lobby where we have work stations available.

Our office is located at 200 East Main Street, 3rd floor, Durham, NC 27701 919-560-7900. Office hours are Monday through Friday, 8:30 to 5:00 pm (EST), excluding official Durham County holidays.

Please note that we do not accept resumes, letters, or any other documents related to your application in lieu of an application. For technical difficulties with your login, please contact the SAP helpdesk at 919-560-7314.

First Time Applicants

All applicants must register with a valid, unique e-mail address to create a user id and password (passwords must be at least six (6) characters in length with any combination of numerical or alphabetical characters; passwords are case sensitive; Items marked with an asterisk (*) are required.

It is important to always **Sign Out** after completing your session to maintain confidentiality.

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REGISTRATION

Access the registration start page

Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Second Name:

Last Name: *


User Data

User Name: *

Password: *


Repeat Password: *

E-Mail: *

 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

- Enter your first name
- Enter your second (middle) name
- Enter your last name
- Enter a user Name (you must create a unique user name) **Please record and keep in a safe place**
- Enter Password (you must create a unique password) **Record and keep in a safe place**
- Enter password again in repeat password field (to confirm your password)
- Enter your email address. If you do not have an e-mail address you may obtain a free' e-mail account from Google Mail, Yahoo Mail, Microsoft Hotmail or aol.com.
- Enter email address again in repeat e-mail field

 Confirm that you accept our data privacy statement-The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting

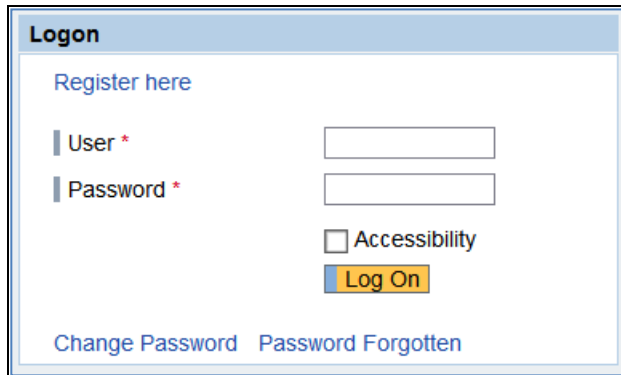
- Click **"Yes"**, I have read the data privacy statement and I accept it
- Click **"Register"** and apply

It's that easy. Now you may create your full profile or search for jobs, or log out and return later to search for jobs and apply.

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RETURNING APPLICANT - JOB SEARCH AND APPLY TO AN OPEN POSITION

- Access the Durham County job applicant's logon page. Log in using your unique user id and password.

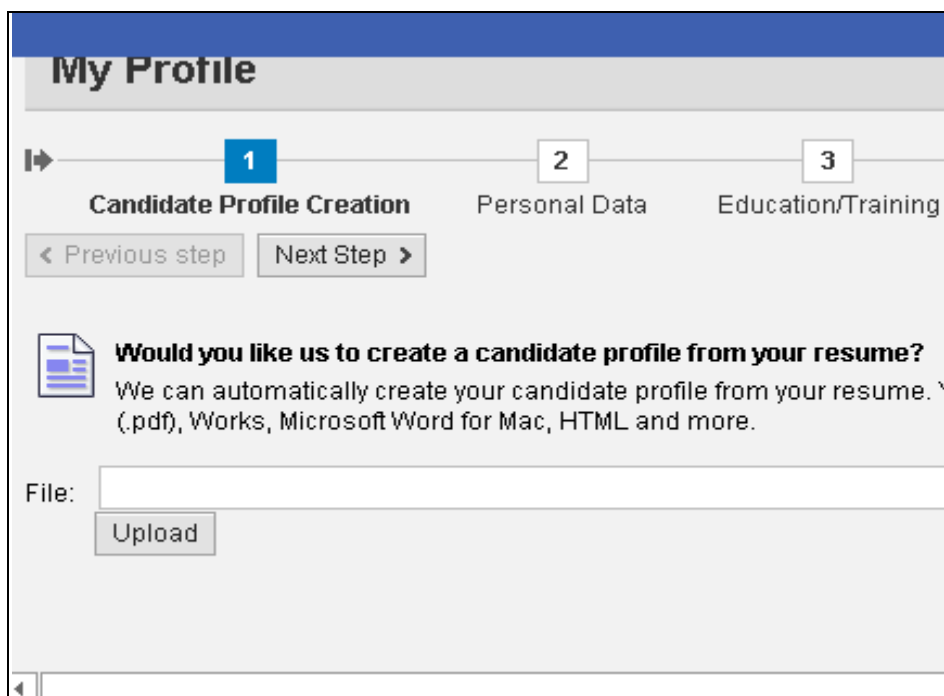


The screenshot shows a login form titled "Logon". At the top left is a link "Register here". Below it are two input fields: "User *" and "Password *". To the right of the "Password *" field is a checkbox labeled "Accessibility". Below the checkbox is a yellow "Log On" button. At the bottom of the form are two links: "Change Password" and "Password Forgotten".

- Click the **"Employment Opportunities"** tab
- Click the **Start** button
- Click the box next to the job posting title to highlight the job posting.
- Click the **Apply** button
- Click Continue

If no resume has been uploaded to your profile previously or you want to upload a new resume click add then browse to find and upload your resume. **You do not need to upload a resume if a full profile has already been created.**

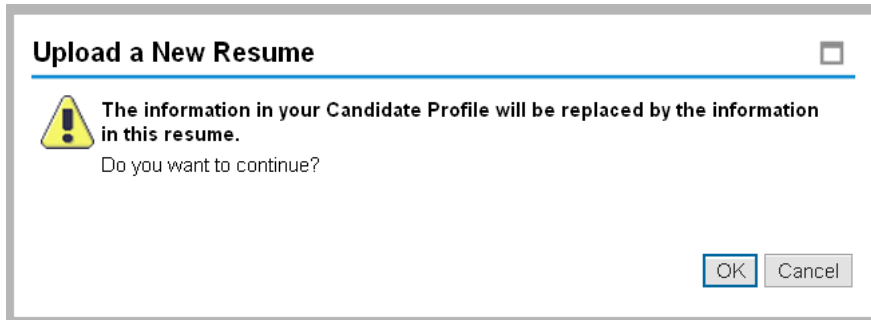
- Click the "Upload" button



The screenshot shows the "My Profile" page. At the top is a blue header. Below it is a grey bar with the title "My Profile". Underneath is a progress bar with three steps: "1", "2", and "3". Step 1 is highlighted with a blue box. Below the progress bar are three tabs: "Candidate Profile Creation", "Personal Data", and "Education/Training". Below the tabs are two buttons: "< Previous step" and "Next Step >". Below these buttons is a section titled "Would you like us to create a candidate profile from your resume?". Below this title is a text box containing the text: "We can automatically create your candidate profile from your resume. (.pdf), Works, Microsoft Word for Mac, HTML and more." Below the text box is a "File:" label and a text input field. Below the input field is a grey "Upload" button.

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(Resume displays in the “File” field -



Click ok

You will receive the following message “Congratulations! To save you time we’ve created your Candidate Profile with your resume...”

Always verify the data is populated correctly in all fields.

If you do not want to upload a resume, click the cancel button then follow the instructions located below.

“ADD/EDIT/VERIFY INFORMATION IN CANDIATE PROFILE CREATION”

- Click Personal Data roadmap. Enter your personal data.
- Click Education/Training roadmap. Enter your education/training experience.
- Click Work Experience roadmap. Enter your work experience for all positions.
- Click Preferences roadmap. Indicate your preferences
- Click Attachments roadmap. Verify any document(s) you want to be attached are attached
- Add qualifications page is displayed. Click **Add** to select those qualifications you posses.
- Click **Add** for additional qualifications you wish to include.
- Click through all of the tabs, and input all of your qualifications i.e., application software, degrees etc.
- Click on Next Step tab



- Click the Next Step button
- Application Wizard page appears
- Select the Application source type from drop down
- Select the Application source from drop down

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Where did you find out about us?

Application Source Type: Durham County Resource

Application Source: -- Select --

Other Information: -- Select --

Why are you applying for this position? Durham County Employment Opportunities Bulletin

Other

- Input other information, if applicable
- Input your reason for applying.
- This creates a short application cover letter.
- Click on the **Next Step** button.
- Data Overview window displays.
- Verify all of your data upload correctly by scrolling down the page and checking all entries.

- Click the Complete Application button.

Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 2 3

Candidate Profile Creation Personal Data Education/Training

✓ Your candidate profile was released successfully.

- Click on the Log Off button.

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DELETING YOUR REGISTRATION

If you ever decide to delete your registration completely from our on-line system, please follow the steps below:

Login to the candidate start page
Click on delete registration

Candidate Profile		Employment Opportunities	
My Profile	Personal Settings	Change User Name	Delete Registration

You will be asked to confirm that you want to delete your registration

Delete Registration
Do you want to delete your registration for our Job&Career opportunities?

This message appears on the page before you confirm

You can delete the registration for our job & career page. Note that your entries will be lost completely

If you want to register again, you must reenter all information.

Consider whether it would be more advisable to leave the data in the system and to simply lock your profile rather than deleting it completely.

If you delete your registration, this message will appear.

Your registration and your data will be deleted irrevocably We can then no longer take open applications into account

If you are sure you no longer want a profile saved in our system, then click

Delete Registration

Then click OK

A message will appear-"You were logged off successfully"

Your account has been deleted.